

WSDOT/ACEC Project Delivery Team Meeting
CH2M Hill, Bellevue, Washington
May 13, 2005

Website: <http://www.wsdot.wa.gov/partners/projectdelivery/>

Attendees:

Ken Smith – Team Co-Chair
Duncan Findlay – Team Co-Chair (absent)
Kirk Berg
Doyle Dilley (absent)
Rick Door
Russ East (absent)
Mary Holland
Mike Horton
Ron Landon
Mike Mariano (absent)
Keith Metcalf
Amir Rasaie (absent)
Lisa Reid
Rick Smith (absent)
John Villager
Karl Winterstein
Andrea Billingsley - Recorder

Review and Finalize Agenda

John Villager

New Transportation Package Overview

Ken Smith

Ken gave a brief overview of the impacts of the new transportation package. WSDOT has been tasked with doing an RFI (Request for Ideas). The *State of Washington Department of Transportation Notice to Consultants Request for Ideas* is on-line at: http://www.wsdot.wa.gov/consulting/Ads/Misc/RFP_RFQ/2005RequestforIdeas.pdf

The new transportation package is going to completely change the way WSDOT does business. There are many questions that need to be answered. How do we manage these projects? How are we going to work with the consultants on these projects? Hopefully, the RFI will help answer these and other related questions.

**Brief Review of Revised Change Recommendation No. 3
To Include Leased Property**

Keith Metcalf

Don Nelson has endorsed Revised Change Recommendation No. 3. He is passing it on to the WSDOT executives for full endorsement before he signs it. Keith thinks it would be beneficial to have someone from Real Estate Services look at it to make sure no RCWs were omitted.

**Brief Review of Change Recommendation No. 5
Delegation of Authority to WSDOT from FHWA**

Ken Smith

Darlene Sharar drafted Change Recommendation No. 5 after the last meeting. This change request asks FHWA to delegate approval to WSDOT Design for three major items.

1. All permanent “locked gates” that do not allow access to the Interstate mainline off ramps.
2. Pedestrian structures that go over, under, or through the limited access.
3. At-grade pedestrian trails that go through limited access onto WSDOT right of way.

Ken Smith reviewed the draft change request and forwarded it to Don Nelson. Don Nelson has approved it, so it will move forward to implementation.

Action Item: Ken Smith will have feedback from the meeting with FHWA on Change Recommendation No. 5 at the next ACEC/WSDOT Project Delivery Team meeting.

**Planning/Preparation Discussion for Project Delivery Team Presentation
Joint Annual WSDOT/ACEC-WA Meeting May 26, 2005**

Ken Smith

This team will give a presentation during a breakout session at the Joint Annual WSDOT/ACEC-WA Meeting, on May 26, 2005. This presentation will explain the mission and accomplishments of the team.

Ken Smith gave a brief presentation of the newly created (still under construction) Online Project Management Guidelines. The team decided they will present the Online Project Management Guidelines at the May 26 meeting.

The team's presentation at the meeting will include:

- Fifteen minutes of brainstorming regarding the RFI (new Transportation Package)
- Unveil the Online Project Management Guidelines
- Questions and concerns about the Online Project Management Guidelines.

Review and Discussion of Elements of QA/QC Plans for Design Development Projects

Ken Smith

Handout: Activity Guide

Ken Smith is hoping this group can help develop a standard Quality Plan. He would like this to become a template that can be used throughout WS DOT.

Defining Quality Assurance and Quality Control (QA/QC) is important. Are these two separate, independent items? Quality Control is the process of making sure all the appropriate steps are taken and that the right people do their pieces of the puzzle. Quality Assurance is an independent review of the entire process.

One of the findings of the JLARC audit was that there is no piece of the WSDOT Project Delivery process that is called Quality Control. Ken's vision with this exercise is to begin creating a template that will be called Quality Control/Quality Assurance, to begin identifying QC/QA in the project delivery process.

Pre-Construction (Design/PS&E)

Defined Scope -----> Ad

Quality Control

- PS&E Review
- Schedule of reviews/identification of reviewers
- Stamping and sealing professional documents
- Status reviews
- Milestone reviews
- Deliverable reviews
- Management review
- Communication with team members (may lead to decision documents)
- Quarterly review
- Value Engineering (if applicable)
- CEVP (if applicable)
- Signature block on plan sheets (designed by, checked by, reviewed by)

Quality Assurance

- Assignment Meeting
- Customer feedback
- Design approval
- Process reviews
- WSDOT manuals

Change Recommendation No. 6

Status: Design Documentation Checklist Review by WSDOT

Ken Smith

Revise *Design Manual* Chapter 330.08 to require concurrence of the 13 design controlling criteria prior to endorsing the work plan for project development.

This will help eliminate re-work if the wrong design criteria were used (the wrong line of the matrix was used). The 13 design controlling criteria are part of the Stewardship Agreement.

Action Item: Ken Smith will send Change Recommendation No. 6 to the team electronically for review. He will attach the 13 elements that are referenced in the change request.

In addition to the 13 elements, are there other pieces needed before design approval? An approved environmental package. It could be as simple as changing the phrasing used in the approval processes. As far as the schedule goes, having those 13 elements completed and approved as soon as possible is the best way to go about business.

Discussion of Item 44 From List of 51

WSDOT To Add Resources to Real Estate Services

Team To Bring Ideas

Ken Smith

This item was deferred to the next meeting.

Assignments/Deliverables for June 3, 2005, Meeting

Ken Smith/ John Villager

- Revised workload – Are there additional items for the project delivery brainstorm list? Less Cost – Less time.
- Think about innovative project delivery.